

Human Services Division Volunteer Opportunities



Job Description – Assistant Training Officer

Responsibilities will include:

- Assist with assessing training the needs of staff.
- Collaborates with center managers to determine training needs.
- Aid in determining training methods.
- Assist with facilitation of training and workshops.
- Provides documentation, treatment plans and resolutions.
- Prepares narrative and statistical reports.
- Other related functions as required and agreed upon.

Required Knowledge, Skills and Abilities

- Ability to develop and maintain effective working relationships with clients, professionals and others.
- Ability to develop and facilitate group discussion.
- Ability to communicate effectively orally and in writing.
- Ability to document information.